**CBUS 214: Spreadsheet Applications for Business**

**Lab Assignment 8**

1. Create New Worksheet named “Bookstore Sales”.
2. Rename Sheet 1 to “Products List”.
3. In Range A1:C6, write the following data :

|  |  |  |
| --- | --- | --- |
| **Item Code** | **Description** | **Section** |
| A10001 | Paints Brushes | Art Supplies |
| A10002 | White Board | Art Supplies |
| B20001 | Succeed skills Book | Books |
| C30002 | Toshiba Laptops | Computers |
| V40005 | Cars Games | Video Games |

1. Add New sheet and rename it to “Sales table”
2. Write the following data Starting from row A1:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Item Description** | **Section** | **Quantity** | **Price** | **Total** | **Has 20% Discount?** | **Discount Amount** |
| A10001 |  |  | 6 | $ 40 |  |  |  |
| A10002 |  |  | 2 | $ 100 |  |  |  |
| B20001 |  |  | 6 | $ 20 |  |  |  |
| C30002 |  |  | 2 | $ 800 |  |  |  |
| V40005 |  |  | 4 | $ 30 |  |  |  |
| 1500 |  |  |  |  |  |  |  |

1. In Item Description Column (Column B), Use **VLOOKUP** Function to retrieve the Item Description from the “ Products List” Sheet based on the Item code.
2. In Section Column (Column C), Use **VLOOKUP** Function to retrieve Section Name from the “Products List” Sheet based on the Item code.
3. Add **IFError** Function to your previous **VLOOKUP** Functions . IF There is an error , “Invalid Item Code” will be displayed.
4. In Total Columns (Column F),Calculate the total Price by the following formula:

Total = Quantity \* Price

1. The customer will get 20% discount if he buys from “Art Supplies Section” and the quantity is more than 5 items.

In “Has 20% Discount ” Column (Column G), Use **AND** Function to determine if it has 20% discount or not. Test the Section name = “Art Supplies ” and Item quantity >5 .

1. In “Discount Amount ” Column (Column H), Use **IF** Function with **AND** Function to test if the Section name = “Art Supplies ” and Item quantity >5 .

If the Condition is True , Discount amount will be calculated (Total \* 20%).

IF the condition is False, “No Discount” is written.

1. By Using the Conditional Format , Highlight the highest amount in the total Column.

|  |  |
| --- | --- |
| Total Sales for  Computers Section |  |
| Number of items sold   from books Section |  |

1. In range B12 and B13 write the following data:

In C12 , Calculate the total sales for Computer Section Only by using “SUMIF”.

In C13 , Calculate the number of items sold from books section by using “COUNTIF”.